

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 24-71

4 November 1971

To: All Training Officers of the Agency

OTR FRENCH AND SPANISH LANGUAGE COURSES FOR DEPENDENTS

1. Starting 4 January 1972, the Language School will offer beginning courses in Spanish and in French for dependents of Agency employees. Classes will be held Monday through Friday from 0930 to 1230 at the Chamber of Commerce Building and will continue for 13 weeks. Use will be made of programmed materials, plus standard audio-lingual texts and tapes. At the end of the course, it is expected that the student will have mastered the basic grammatical structures of the languages and be able to converse at a level of between "1" and "2", depending on student aptitude and hours available for additional home study.

2. Throughout the course, emphasis will be placed on preparing the student to handle the usual situations of daily life and travel, such as getting temporary lodging, asking and giving directions, ordering meals, making purchases, entertaining, and engaging in casual conversations.

3. Preference will be given to dependents whose spouses are scheduled for assignment abroad; however, classes will not be convened for less than three students. Please refer to French 110a or Spanish 110a in requesting these courses. Sponsoring components are responsible for obtaining appropriate badges for dependents. For further information contact [REDACTED] on extension 3271.

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4. Submit Form 73, Request for Internal Training, through the Training Officer, to OTR/ISS/AIR, Room 1036, C of C Building, as soon as possible.

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